First Time Traveler Setup
Quality Control Checklist

This checklist is for use by the traveler. Ensure you have all the required information for the traveler profile to be accessed.

1. Within the Doc Prep Module, select File>New>Authorization.

2. Within the Authorization screen, select Document>Travler Information.

3. Verify the following fields are populated for your profile:

   - SSN
   - Last Name
   - First Name
   - Home Mailing Address (Address, City, State, Zip)
   - Home Phone Number
   - Organization (DTS organization name)
   - Title/Rank
   - Civilian, Officer, Enlisted indicator
   - Charge Card Status
   - Routing List
   - Emergency Contact Information
   - Email address

4. Select the "Duty Station" icon to verify the following fields are populated:

   - Agency
   - Office Address (Address, City, State, Zip)
   - Office Phone Number
   - Daily Work Hours (8)
   - Time Zone (6=Eastern, 7=Cent., 8=Mnt., 9=Pac.)
   - Security clearance

5. Select the "Account" icon to verify the following fields are correctly populated:

   - EFT Data
       - Ensure checking/savings account number is correct,
       - Ensure routing number is correct.

   - DOD Travel charge card type is "GOVCC,"
       - Ensure charge card number is correct,
       - Ensure charge card expiration date is correct.

6. Select the "Agency Misc." icon to verify the following fields are correctly populated:

- Tech Status (YES or NO, all caps)
- Book Number (1498)
- DTA ID (DF1CCWT509 or DFCWT509)(DFOMCR8442)

7. Return to the main Traveler Information screen and click "OK".

8. From the Traveler Information screen, click "OK". You will be prompted save to permanent traveler information, click "Yes".

Note: If the traveler encounters any problem logging in to review the above steps, ensure the digital cert and password are current, contact the Help Desk at x2713, 2714 or 2715.